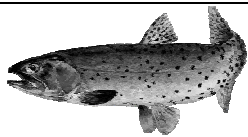




# The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Accounting Administrator III



**FINAL FILING DATE: November 19, 2009**  
(Application must be postmarked by this date)



*Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.*

## Position Information

**Position Description:** This is a management level position with predominately administrative responsibility. This position is the Chief Accounting Officer in DFG's large-complex accounting office which oversees Accounting Administrator II level supervisors and directs an accounting program involving the development and administration of statewide accounting plans, policies, procedures, and standards.

**Salary Range:** \$6,779. - \$7,474.

## How to Apply for this Examination

**Where to Mail:** The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game**  
**Attention: Exam Unit**  
**1416 Ninth Street, Room 1217-B**  
**Sacramento, CA 95814**

**How to Get an Application:** Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>.

**Who Should Apply:**

1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**Accommodations  
for Persons with  
Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

**Cross Filing  
Instructions:**

**If you meet the entrance requirements for this class and for the Accounting Administrator II with the same final filing date, you may file for both examinations on a single application.**

***Requirements for Admittance to the Examination***

**Minimum  
Qualifications for  
Admittance:**

*Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

**EITHER I**

One year of experience in the California state service performing the duties of an Accounting Administrator II.

**OR II**

Two years of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor) at least one year of which shall have been in a supervisory assignment.

**OR III**

**EXPERIENCE:** Broad and extensive experience (more than five years) of increasingly responsible professional accounting or auditing experience. For at least two years, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator II.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)  
**AND**

**EDUCATION:**

**EITHER I**

Equivalent to graduation from college, with specialization in accounting.

**OR II**

Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**EDUCATION TRANSCRIPTS MUST BE SUBMITTED WITH APPLICATION IF YOU ARE APPLYING FOR ADMITTANCE UNDER PATTERN III (EXPERIENCE AND EDUCATION).**  
(Unofficial transcripts from educational institutions are acceptable.)

**Special Personal  
Characteristic:**

Ability to qualify for a fidelity bond.

**Additional  
Desirable  
Qualifications:**

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

**Make Sure you  
Also Meet These  
Conditions:**

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of November 19, 2009, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

## ***Examination Information***

**Type of  
Examination:**

This examination consists of a qualifications appraisal interview weighted **100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED**. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**Interview Dates:**

It is anticipated that the interviews will be held during December 2009/January 2010.

**Examination  
Locations:**

The oral interviews will be held in Sacramento Headquarters, 1416 Ninth Street, Room 1217-B, Sacramento, California.

**Scope of  
Examination:**

- A. Knowledge of:
1. Accounting principles and procedures.
  2. Governmental accounting and budgeting.
  3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
  4. Principles of business management, including office methods and procedures.
  5. Principles of public finance.
  6. Business law.
  7. Principles and techniques of personnel management and supervision.
  8. Planning, organizing, and directing the work of others.
  9. The Department's Equal Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.
  10. A manager's role in the Equal Opportunity Program and the processes available to meet equal employment opportunity program objectives.

**(STUDY THIS to  
prepare for  
examination)**

- B. Ability to:
1. Apply accounting principles and procedures.
  2. Analyze data and draw sound conclusions.
  3. Analyze situations accurately and adopt an effective course of action.
  4. Prepare clear, complete, and concise reports.
  5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
  6. Establish and maintain cooperative relations with those contacted in the work.
  7. Speak and write effectively.
  8. Plan, organize, and direct the work of others.
  9. Effectively contribute to the Department's Equal Opportunity (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.

**Veterans  
Preference:**

Veterans preference credit is not granted in promotional examinations.

**Length of List  
Eligibility:**

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Questions?**

If you have any questions concerning the Accounting Administrator III examination or the testing process, please contact Cynthia Keisler, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at [www.dfg.ca.gov](http://www.dfg.ca.gov).

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**Additional General Information**

**IMPORTANT: What to do if you haven't received any notifications:**

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

**Remember, Examinations are Competitive**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**How Qualifications are Rated:**

**General Qualifications for all Examinations:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Additional List Information:**

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

**Miscellaneous Information:**

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**

**From TDD phones: 1-800-735-2929**

**From voice phones: 1-800-735-2922**

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.